

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR06223009**

DATE POSTED: **03/09/22**

POSITION NO: **244817**

CLOSING DATE: **03/22/2022 by 5pm**

POSITION TITLE: **Public Information Officer**

DEPARTMENT NAME / WORKSITE: **Department of Agriculture / Window Rock, AZ**

WORK DAYS: **Monday -- Friday** REGULAR FULL TIME: ☒ GRADE/STEP: **BQ63A**

WORK HOURS: **8 a.m. -- 5 p.m.** PART TIME: ☐ NO. OF HRS./WK.: **41,488.56** PER ANNUM

SENSITIVE ☐ SEASONAL: ☐ DURATION : **19.87** PER HOUR

NON-SENSITIVE ☒ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Researches, develops, writes and coordinates media campaigns for the Department of Agriculture - Agriculture Infrastructure Fund Programs. Coordinates associated public relations activities; researches, outlines and prepares speeches; furnishes information and photographs for the press, periodicals, radio, television, education and training use; reviews and determines needs, defines goals and recommends steps needed to carry out a planned public information program. Manages assigned public information marketing programs; develops and coordinates the illustration and printing of agricultural publications; prepares, reviews, and edits conferences, releases, newsletters, publications, and scripts; advises constituents concerning public relations aspects of policies, practices, procedures, programs, and actions. Arranges and participates in scheduling, briefing, and broadcasting of radio and television programs; produces news, public service, and educational programs for radio and television; recruits and arranges public appearances with subject experts, elected officials, dignitaries, and other individuals; assists in conference, convention, and special event arrangements.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Public Relations, Journalism, Mass media Communication Marketing or closely related field; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of public or government organizational processes involving methods and practices of public administration and management compliances.

Knowledge of current principles, techniques and objectives of public information and relations programs.

Knowledge of electronic news gathering techniques and broadcast industry standards.

Knowledge of legislative and economic issues affecting the Navajo Nation.

Skill in producing written documents using proper news style, sentence structure, grammar and punctuation.

Skill to evaluate and edit the content, structure and format of a range of written material.

Skill in developing design and layout of materials to be published.

Skill in applying judgment in the release of confidential information.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.